

## **TN State Museum**

Maintain all agency fiscal records and support documentation daily.

Assist other staff by checking and reviewing travel expense claims prior to submission as requested.

Perform invoice reconciliations as required

Serve as primary contact for most museum vendors; answering all vendor calls and/or email within 2 business days

Assist Executive Director and Director of Administration in the preparation of the annual TN State Museum budget through the research and compilation of statistical information and other supporting documents and the preparation of cost estimates based on previous years' expenditures.

Enter data for and reviews purchase requisitions, purchase orders, making sure all support documentation is attached daily.

Review records of accounts payable, expenditures, and income; check whether expenditures have been made, according to contractual requirements and authorized procedures as needed.

Check vendor invoices; secures appropriate approvals; prepares documentation necessary for payment of supplies, equipment, contracts, and other bills daily and scans all to Centralized Accounting

Assist as needed with state payment credit card purchase receipts and reconciliation of statement as set forth by the Department of Finance & Administration weekly/monthly guidelines. Checks, evaluates, and reviews all deposits for completeness of information and accuracy of mathematical calculations

Coordinates with other ASA to review and distribute mail; screen and direct calls and visitors to services and answers questions daily.

Coordinates with other ASA to maintain copier, fax, printer and telephone setup as needed.

Coordinate with other ASA regarding ordering and track office supplies as needed.

Other tasks as assigned by Executive Director and Director of Administration, upon request.

- Supports Goal: Governor's Priority - Fiscal Strength/Efficient Government

Interested Applicants should contact Mary Jane Crockett-Green:

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